Deployment Automation Procedures

Deployment Automation Procedures

- **What to Pack…**
- **Establishing e-filing System**
- **Scanning Documents**
- **Notes/Suggestions**

What to Pack

- **Software Disks (Hard Case)**
  - ✔ **Retain Install**
  - ✔ **Form-Flow Installation Disks**
  - ✔ **Adobe Acrobat (Read/ writer)**
  - ✔ **Installation Disk for Scanner, Camera and other hardware**
  - ✔ **Deployment CD**

What to Pack

- **Hardware Items**
  - ✔ **Laptop**
  - ✔ **Scanner/Printer**
  - ✔ **External HDD**
  - ✔ **Flash Drive**

What to Pack

- **Supplies**
  - ✔ **CD-R’s**
  - ✔ **Surge protector**
  - ✔ **Extension cords (50 foot)**
  - ✔ **Cat V cable**
  - ✔ **Safe Disk Storage**
  - ✔ **Sharpie pen for labeling CD’s**

Establish e-filing System

- **Scan everything**
- **Organize it like a hardcopy file**
- **Email distro as soon as possible**
- **Burn to CD frequently**
- **BACKUP!**

Establish e-filing System

- **Pending Actions**
  - ✔ **Contracts printed in Adobe directly after drawing RCN.**
  - ✔ **Bars to be imposed.**
  - ✔ **Anything else that would require a network connection to print at a later time.**

Establish e-filing System

- **Prepare Packets**
  - ✔ **Scanned in eligibility packets**
  - ✔ **Clearance memo's**
  - ✔ **Other Soldier's Action information**

Establish e-filing System

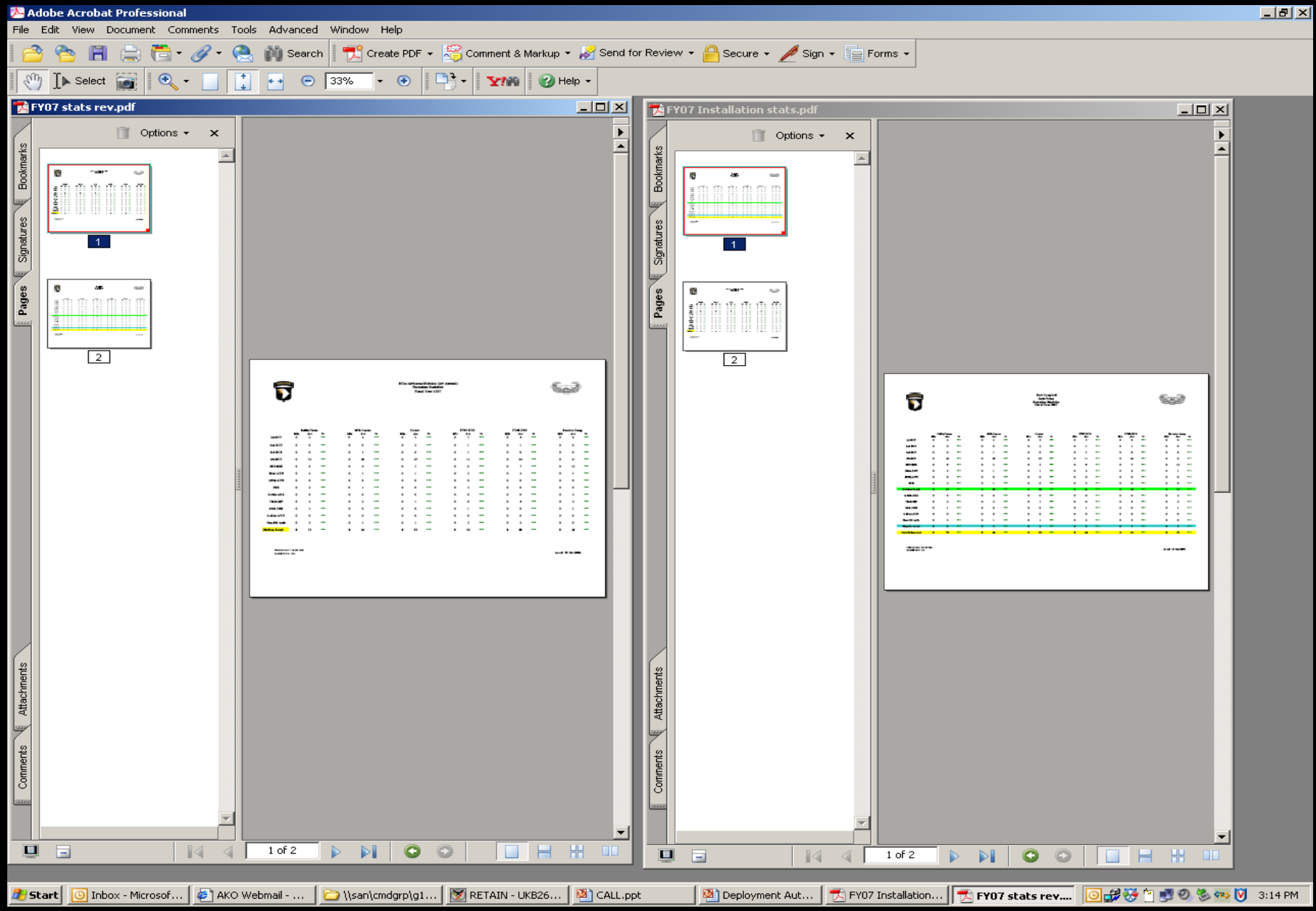
- **Completed Actions**
  - ✔ **Contracts Executed.**
  - ✔ **BTR imposed, removed or reviewed.**
  - ✔ **Completed Soldier Actions with any support documents.**

Scanning in documents

- **Check for staples**
- **Place documents in order**
- **Double sided first**

Scanning in documents

- From Adobe, choose FILE; IMPORT; SCAN
- Choose scanner
- Choose B&W
- Choose resolution (300 dpi; EREC standard)
- Choose paper size
- Scan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3:14 PM

Scanning in documents

- **Move thumbnails within Adobe.**
- **Print to Distiller to further reduce size**
- **Name selected at this time.**
- **File location selected at this time.**
- **Email from Adobe.**

Notes/Suggestions:

- **Get to know your Sig-O/Sig-NCO.**
- **Make prior coordination with your supporting S shop (S1/S4)**
- **Be prepared to be self sufficient.**

Notes/Suggestions:

- **Be prepared for loss of network exactly as your about to print the contract for the reenlistment you were on the way out the door to.**
- **Bring counseling forms, contract and other pertinent documents with you to the reenlistment on your thumb drive.**

Notes/Suggestions:

- **BRING LOTS OF COOL RPI's!!**

(The people who support you like it)

Questions